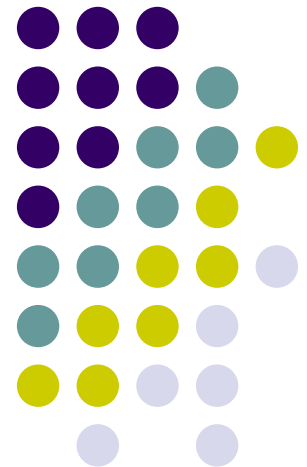


Program Announcement Technical Assistance Conference Call

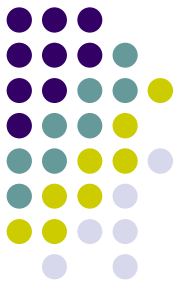
Clinical Training
June 23, 2006
2:00 PM EST



Welcome – Clinical Training Cooperative Agreement Technical Assistance Conference Call

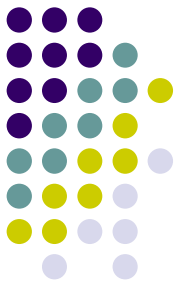


- Intro self
- Intro purpose and format of call
 - General TA – will not answer questions specific to individual applications
- Intro speakers



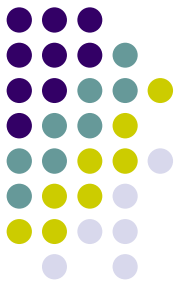
Materials for Call

- What participants should have in front of them
 - Program Announcement
 - Application kit, including
 - OPHS-1, including forms
 - *Guidelines for Competing Grant Application Preparation, Title X Family Planning Training*



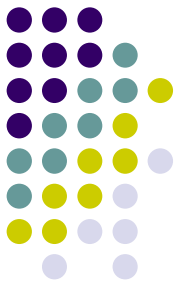
Program Overview

- Intro Title X of PHS Act
 - Mission – to aid individuals to determine freely the number and spacing of their children
 - Sections – focus on training
 - 1001 Services
 - 1003 Training
 - 1004 Research
 - 1005 Informational and Educational Materials
 - 1008 Prohibition of Abortion



Federal Roles

- Intro OFP – role – Programmatic
- OPHS/OGM – role –
Administrative/Business/Budgetary (funds)



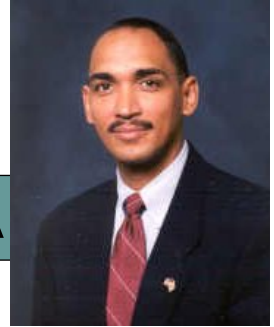
Organizational Structure

- Office of Family Planning within Office of Population Affairs
- Part of the Office of Public Health and Science /Department of Health and Human Services
- De-Centralized Program

US Department of Health & Human Services



Secretary – Mike Leavitt



Assistant Secretary - Dr. John O. Agwunobi, MD, MPH, MBA

Office of Public Health and Science (OPHS) Programs

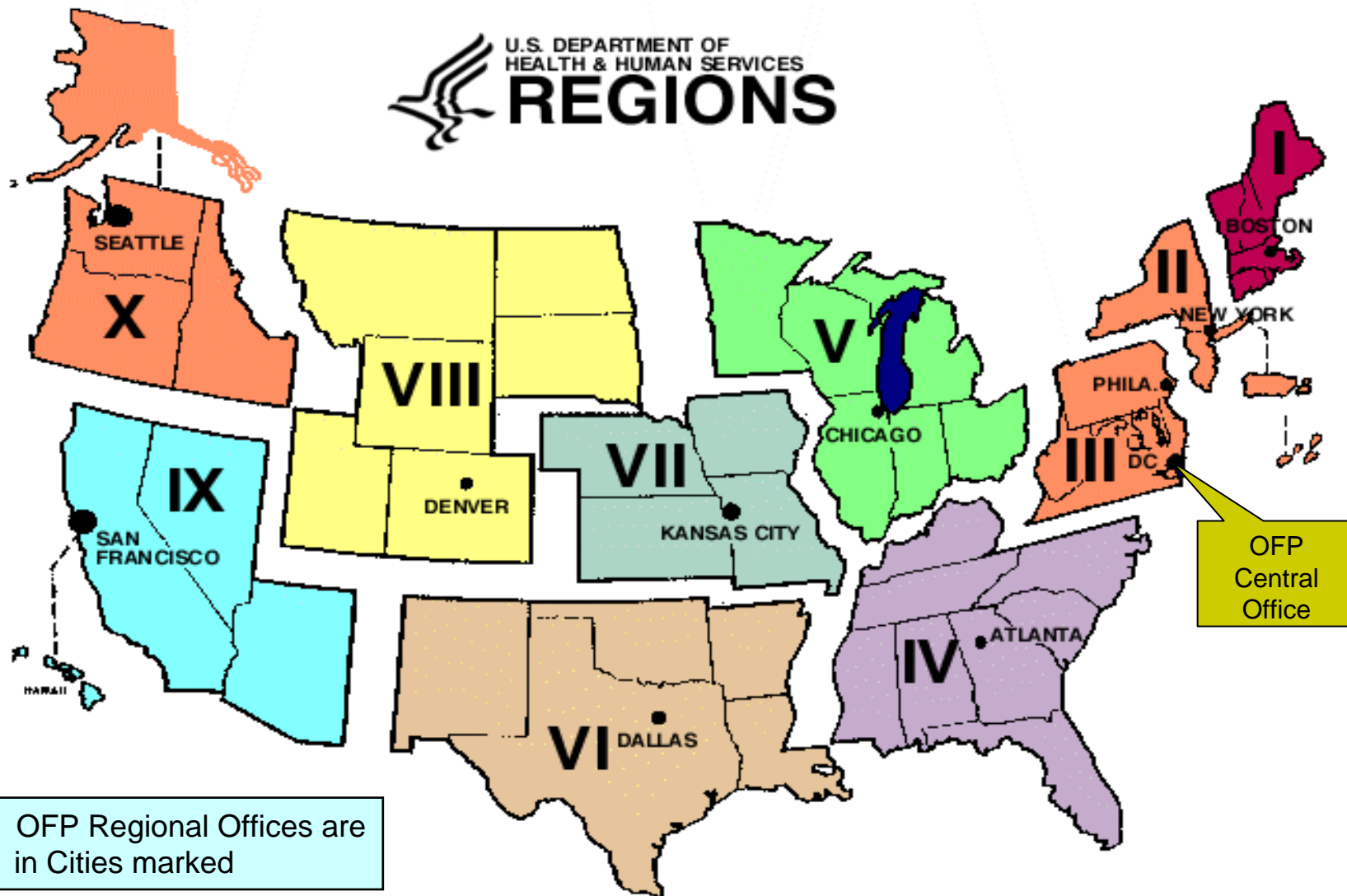
- * Office of Minority Health
- * **Office of Population Affairs**
- * Office of Women's Health
- * Office of Regional Health Administrators
- * President's Council on Physical Fitness
- * Office of the Surgeon General
- * Office of Military Liaison and Veterans Affairs
- * Office of Disease Prevention and Health Promotion
- * Office of HIV/AIDS Policy
- * Office of Research Integrity
- * National Vaccine Program



OFP/OPA Organizational Structure

- Central Office – Rockville, MD (Metro Washington DC area)
 - Policy Office – Provides guidance and determines policy for all OFP programs
 - Oversees projects with national scope, such as the Clinical Training Project
 - **The project officer for the CT cooperative agreement will be in the OFP/OPA Central Office**
- Ten Regional Offices – in major cities, serve multi-state regions
 - Oversee Title X service grantees and general training grantees

Public Health Service Regions

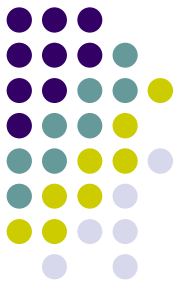


- OFP Regional Offices are in Cities marked



Title X Service Grantee Profile

- 88 total nationwide
 - State, Territorial, Tribal, County, or Local Health Agencies, universities, and community-based not for profit agencies
- More than 4400 clinics in the service provider network – at least one clinic in ~75% of the counties in the US
- Provide FP and related preventive health care to over half a million men and women annually



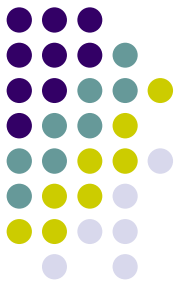
Clinical Services

- Broad range of acceptable and effective Family Planning methods
- Comprehensive medical history
- Complete Physical exam – including pelvic and breast exam



Clinical Services

- Pregnancy Diagnosis and Counseling
- Pap smear
- Lab work related to FP method
- Related preventive health care according to nationally recognized standards of care
 - Colorectal cancer screening



Clinical Services

- STD and HIV prevention education and screening (testing and treatment either on-site or by referral)
- Level I infertility treatment (history, physical, education)
- Services for Adolescents
- Other related preventive health services



Clinical Services

- Clinical care component operates under the responsibility of a licensed and qualified physician with training or expertise in family planning
- Most direct services to clients are provided by mid-level practitioners (nurse practitioners, nurse midwives, physician assistants); remainder by physicians with various specialties

Clinical Services



- Many health care practitioners working in Title X projects are broadly prepared and have limited experience/training in reproductive health/family planning for men and women



Definitions

- Family Planning Training - - job-specific skill development, the purpose of which is to promote and improve the delivery of family planning services.
- Family planning clinical training— Specialized, evidence-based family planning training, the purpose of which is to promote and improve the knowledge, skills, and attitudes of persons delivering hands-on clinical family planning services.



Definitions

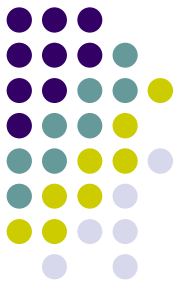
- Cooperative agreement – An award instrument of financial assistance where substantial involvement is anticipated between the HHS awarding agency (OPA) and the recipient during the performance of the activities of the project grant.
- Health care practitioner —An advanced practice nurse, physician's assistant, Doctor of Medicine or Doctor of Osteopathy who is recognized by a state to practice within the scope of the applicable state practice act or law.



Definitions

For the purposes of this announcement

- Clinical Preceptor – a licensed and recognized health care practitioner who provides education, mentoring, skills assessment, and monitoring of other health care providers working in Title X – funded family planning service provider agencies.



Clinical Training

- Supports section 1001 – Family Planning Services
- Clinical training for health care practitioners working in Title X funded clinics
- Must be based on an assessment of the training needs of clinical personnel within Title X projects
- Must be consistent with Title X requirements



I. Funding Opportunity Description

- One cooperative agreement to be awarded
- Two components
 1. Develop, implement, and evaluate training of health care practitioners to act in the role of clinical preceptor in Title X family planning service projects – conduct at least one preceptor training course in Year 1
 2. Conduct a clinical training meeting for up to 300 persons working in Title X clinics every other year of the project beginning in Year 2



Background

- Until 2000, supported up to five Women's Health Care nurse practitioner programs
- Transitioned to Clinical Specialty Training (supported two programs)
- 2004-2005 – reassessed approach
- 2006 – Developed new project
- Encourage review of the Clinical Training Evaluation available on OPA web site (referenced in RFA and link in app package)



II. Award Information

- \$500,000-\$800,000, inclusive of indirect costs
- One award
- Cooperative agreement – expect substantial involvement of OFP project officer
- Up to 4 year project period



III. Eligibility Information

- Any Public or Private Nonprofit agency located in a State or Territory
 - Faith-based agencies eligible
 - Non-governmental agencies must provide proof of non-profit status
 - Must demonstrate the capacity to carry-out the requirements of the project



IV. Application and Submission Info

- Address self-explanatory
- Content and form
 - Pay close attention!
 - **75 pg limit** and other info – (fonts, double spaced, etc.)
 - Include 1 page abstract
- Proof of Nonprofit Status – describes what is acceptable proof
- DUNS number required



Application Requirements and Content

- General Requirements
 - Identifies required training abilities
- Organizational Capacity
 - Identifies required experience, abilities, and knowledge that the applicant organization must demonstrate in the proposal
 - Must include expertise of proposed staff related to clinical training

Application Requirements and Content



- All training must be consistent with Title X statute, regulations, and Program Guidelines as well as requirements of the RFA

Application Requirements and Content



- Successful applicant is responsible for all costs associated with the training program
- Ongoing, close collaboration with OFP project officer

Application Requirements and Content



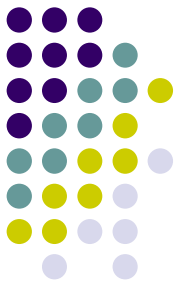
- Project activities must be tied directly to budgeted costs
- Must demonstrate flexibility in resource utilization
- Must be specific in describing approach to both program components

Component I

Training of Clinical Preceptors

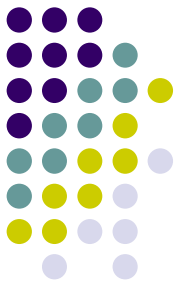


- One course – standard curriculum for health care practitioners
- Must ensure that preceptor training is appropriate for various levels of health care practitioner (mid-level as well as physician)
- **At least one training course in Year 1**
- On-site at a location with access to clinical training facilities
- Must provide CEUs



Training of Clinical Preceptors

- Must develop a strategy to address licensure and insurance issues for health care practitioners from various parts of the country to participate in clinical training activities



Training of Clinical Preceptors

- Propose a strategy for ongoing assessment and refresher training for clinical preceptors
 - Site visits to preceptors trained in the program at least every two years
 - Refresher training course every two years beginning in Year 3



Training of Clinical Preceptors

- Clinical Training Must Address Priorities, Mandates, Key Issues
 - These are FP Service grantee requirements
 - Provide direction for assessing health care practitioner skills/training needs, and for developing clinical training
 - Training must be consistent, and include appropriate information/topics related to clinical services



Evaluation of Clinical Training

- Overall program as well as individual clinical training course sessions
 - Clinical Preceptor Training
 - Preceptor Refresher Training
- Must include
 - Process
 - Outcome/Impact
- Application must provide strategy and outline of an evaluation plan

Component II

National Clinical Training Meeting



- First meeting to be held in Year 2 of the project
- Participants - up to 300 health care practitioners and registered professional nurses working in Title X –funded projects

Component II

National Clinical Training Meeting



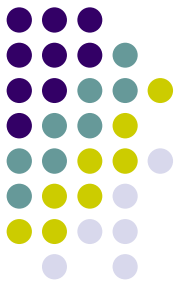
- Current, relevant, evidence-based information on clinical topics related to family planning and related reproductive and preventive health issues
- Must provide CEUs
- Ongoing close collaboration with OFP project officer



National Clinical Training Meeting

- Responsible for all aspects of the meeting with approval of OFP project officer
 - Budget
 - Planning
 - On-site meeting management
 - Follow-up

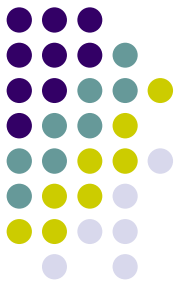
(see details in RFA)



Submission Dates and Times

- Multiple submission mechanisms
- Encourage electronic submission
- Pay close attention to due date and deadlines
- Start early!

Grants Management



- **Intro Karen Campbell**



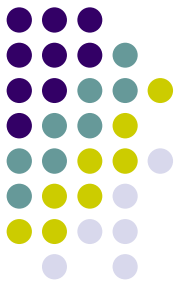
OGM's Role

- As determined by the Department of Health and Human Services, OGM's role is:
 - Official signatory for obligating federal grant funds
 - Official signatory for all grant business management and prior approval requests
 - Monitor all business/financial transactions on grants for compliance to Federal Regulations (including interpretation of Federal Regulations)



OGM's Role

- OGM plays a vital role throughout the life of the grant:
 - FSR Reconciliation
 - Approval of Key Personnel Changes
 - Carryover Requests/Budgetary Requests
 - Technical Assistance
 - Audit Resolution
 - And many more...



Application Must Do's

- Complete form SF 424 (Face Page)
- Complete budget form SF 424A (Budget Sheet) Submit a Budget Narrative
- Sign SF 424 (by authorized signatory)
- Sign Title XX Assurances (by authorized signatory)

Application Must Do's- Face Page (SF 424)



- Box 1- New Application/ Non-Construction
- Box 2- Date submitted
- Box 3 & 4- Ignore
- Box 5- Organization's **legal name** (not an individual person); DUNS number
- Box 6- Tax EIN
- Box 7- Type of Application (university, non-profit, tribal, etc.)
- Box 8- Type of Application (New)

Application Must Do's- Face Page (SF 424)



- Box 10- OFP Training CFDA number (93.260)
- Box 11- Descriptive project title= Project Name
- Box 12- Area affected
- Box 13- Project dates (1 year; 9/30/06-9/29/07)
- Box 14a & 14b- Congressional district(s)- location of agency may be different from project location

Application Must Do's- Face Page (SF 424)



- Box 15a- Federal dollar share (do NOT exceed \$800,000 per year)
- Box 15b- Applicant match – not required
- Box 15g- Total dollars for the project
- Box 16- SPOC (Single Point of Contact)
- Box 17- Delinquent on any Federal debt?
- Must have original and official signature

Application Must Do's-

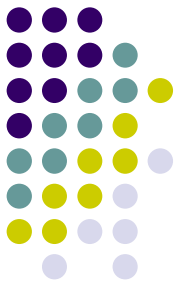


- Budget Information: Non-Construction Programs (SF 424a)
 - Section A:
 - Column a- Ignore
 - Column b- OFP Training CFDA number (93.260)
 - Column c & d- Ignore
 - Column e- Federal dollar amount (for one year)
 - Column f- Applicant dollar match amount – not required
 - Column g- Total dollar amount



Application Must Do's-

- Budget Information: Non-Construction Programs (SF 424a)
 - Section B-
 - Column (1)- Federal amount
 - Column (2)- Non-federal match amount – not required
 - Column (3) & (4)- Ignore
 - Column (5)- Total amount
 - For the columns identified, applicant must fill out budget information for each line item and include total amounts.
 - Row 7 Program Income – project anticipated program income



Application Must Do's-

- Budget Information: Non-Construction Programs (SF 424a)
- **Sections C, D, E, & F- Ignore**

Application Must Do's-



- Budget Information: Explanation of Line Items
 - a. Personnel
 - b. Fringe Benefits- based on bylaws of organization; taxes; social security; insurance benefits; percent varies by organization
 - c. Travel- include transportation/lodging expenses for trainings, site visits, meetings with OFP, other anticipated travel
 - d. Equipment- items over \$5000 per unit
 - e. Supplies- items under \$5000 per unit
 - f. Contractual- include consultants, evaluator, others as appropriate

Application Must Do's-



- Budget Information: Explanation of Line Items
 - g. Construction- not allowed with these funds
 - h. Other- rent, audit, etc.
 - i. Total Direct Charges- sum of above charges
 - j. Indirect Charges- For Training Grants, the indirect cost rate is limited to 8%. However, you must still have an indirect cost agreement with HHS. Contact Grants Management for information on negotiating an indirect cost rate.
 - k. Totals- Total amount of direct and indirect charges

Application Must Do's-



- Budget Narrative

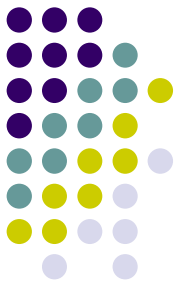
- Provide details of budget
- Breakdown each line item and provide an explanation of the costs
- Personnel should include salary per person and percent of time each person will spend on grant
- Fringe benefits should include percent used and what is included in cost.

Application Must Do's-



- The Checklist

- Complete page 18 of the OPHS-1 application packet
- Must check each box (do not leave any items incomplete)
- Must complete Part C (both Business Official and Project Director information)
- May exclude social security numbers



Funding Restrictions

- OFP funding can NOT be used for the following:
 - Lobbying
 - Building alterations or renovations
 - Construction
 - Fund raising activities



Budget Tips

- Budget is commensurate with project activities
- Use the correct OMB Cost Principle-
<http://www.whitehouse.gov/omb/circulars/index.html>
- Pay attention to allowable costs
- Provide adequate justification- market surveys, prior accounting records, cost per unit
- Budget Narrative includes line by line breakdown for Federal and Non-Federal shares



Budget Review

- Budget is reviewed in comparison to project goals and activities
- Are there adequate funds for successful implementation?
- Is there over-budgeting?- Do NOT exceed \$800,000, including indirect costs, or the application will be deemed ineligible and returned
- Operating budget should be complete (Federal, Non-Federal, Private, Matching, Total funds)



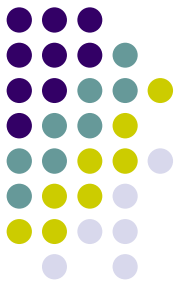
Financial Infrastructure

- Organizational Charts
- IRS Tax Exemption Certification
- Indirect Cost Rates- Training grants cannot exceed 8% - Must negotiate rate with DCA
- Signed Face Page
- Signed Assurances



Potential Problems Encountered

- Supplanting issues
- Known operational/financial problems- Is applicant “high risk” (delinquent audits, poor record keeping, etc.)
- Grant award will result in a major change of overall operation



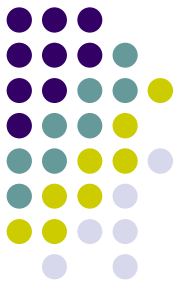
Outcomes

- If no problems are encountered- eligible for award
- If moderate problems encountered- eligible for award as a “high risk” grantee- grantee would be put on a reimbursement basis instead of advancement of funds
- If serious problems encountered- not eligible for award

Grants Management Issues- Post Award



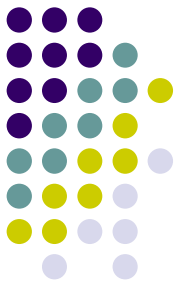
- Budget Development and Allowable Expenditure Items
- Budget Forecast
- Indirect Costs
- Notice of Grant Award (NGA) Issuance/Terms and Conditions
- Reporting Requirements
- Organizational Financial Status Review
- Grant Closeout



Questions

- Any questions or clarifications?
- Contact Grants Management at
240-453-8822

Press *1 on your phone to reach the operator
with a question



Funding Process

- **OGM is the Official contact for grantees**
- All communication related to cooperative agreement grant award is between OGM and successful applicant
- Applicants who were not successful will be notified



Application Process

- Application kit has all the information needed to prepare application
- The RFA (Program Announcement) provides the information that is required related to the Clinical Training program
- Follow it carefully!!! The RFA takes precedence if there is conflicting information



OMB Circulars

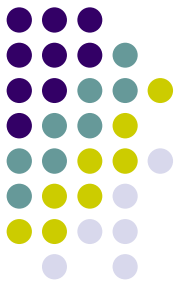
- OMB Circulars which define cost principles that all Federal Grants must adhere to – How to run the business portion of a grant
- Circulars show what is allowable and any restrictions on use of funds
- OPHS Office of Grants Management is responsible for oversight of all financial and business related grant issues



Application Process

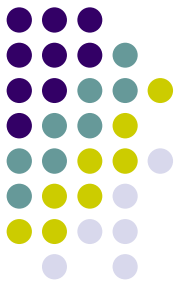
OPHS-1 has all the application forms

- Instructions for filling each form are included
- Be complete! Do not leave blanks on forms except where not applicable to the applicant
- Certifications/Assurances must be included
- Person who signs application must have the legal authorization to act for the agency and accept responsibility for the obligations imposed by receipt of a Federal grant



Application Process

- “*Guidelines for Competing Grant Application Preparation*” included in kit
- Provides useful guidance and explanation of each part of application
- Describes Program and Business (budget, grants) requirements



Application Specifics

- General Comments regarding requirements
 - Assurances
 - Impact Statement
 - SPOC
 - DUNS/EIN #s
 - Proof of Nonprofit status



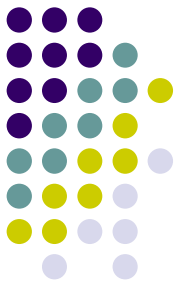
Application Specifics

- SF 424 (Face Page of Application)
- SF 424A – Budget Pages
 - Each Section
 - Projected future funding needs
- Budget Justification
 - Specific information related to proposed costs
 - Must relate to Goals and Objectives and Activities proposed

Other Administrative Requirements



- Reporting
- FSR
- Other



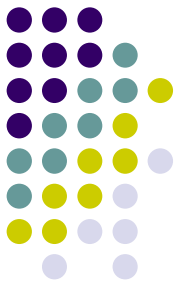
Funding Process

- Notice of Grant Award notifies successful applicant of selection
- Includes any conditions on the award
- Applicants who were not successful will be notified



Project Narrative

- Along with Budget, this is the Heart of the application
- Provides information related to the need for the project
- Describes organizational capacity
- Provides specific information related to how the applicant will develop and implement the project
- Includes Goals and Objectives (SMART)
- **BE CLEAR, COMPLETE AND CONCISE**



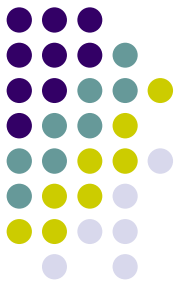
Review Process

- Criteria listed in RFA – this is specified in the Title X training regulations
- Applications reviewed by Federal program (Title X) and Grants Management staff



Review Process

- Objective Review Committee – Formal process, confidential
 - Objective reviewers – technical experts in applicable field(s)
 - (OGM) available for questions and to ensure integrity of process
 - Review by OFP for programmatic compliance and OGM for administrative/business compliance
- Input from Federal reviews and ORC, as well as likelihood of achieving benefits expected, considered when making award decision



Funding

- Project Period – Up to 4 years for this grant
 - Does not have to re-compete for four years, assuming adequate progress of the project and availability of funds
- Budget period – funds provided to carryout project activities for one year
 - Annual continuing application – progress report, work plan, budget, budget justification



Summary and TIPS

- RFA is the primary guide to programmatic requirements; provides information related to statute, regulations, and OMB circulars which define cost principles
- **Follow what the RFA says**



Summary and TIPS

- The application kit has useful information that will help you develop a complete application
 - OPHS-1 has all forms required along with instructions for completion
 - “*Guidelines for Competing Grant Application Preparation*” provides further explanation



Summary and TIPS

- Be clear, complete, and concise in project description – follow the RFA and include what is requested
- Don't make the reviewer search for required information – the easier an application is to review, the better the score
- Clearly identify all sections of the application – indicate which components you are addressing



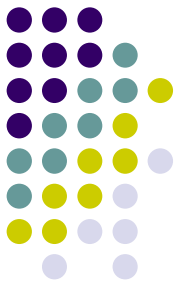
Summary and TIPS

- The project narrative must include all required information – do not use the appendices to expand the page limit
- Make Goals and Objectives Specific Measurable Achievable Realistic Time-framed (SMART)
- Activities should relate to goals and objectives
- Budget should relate to goals, objectives, and activities



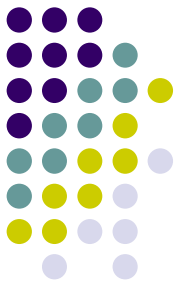
Summary and TIPS

- The program work plan and budget should provide a complete picture of what and how the applicant will address the purpose of the RFA
- Budget should be adequate and reasonable to carry out the project work plan and administrative responsibilities of the project
- It should make sense



Summary and TIPS

- Do not request more funding than is available
- Available funding (\$500,000 - \$800,00) **includes indirect costs**
- Indirect cost rate for training limited to 8%



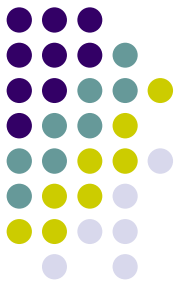
Summary and TIPS

- Staffing, including position descriptions, should be reasonable for the goals, objectives, and activities of the project
- Be complete in providing description of what staff will do, expertise required, and % time on the project



Summary and TIPS

- Use of a systematic approach to planning, implementing, monitoring, and evaluation (such as a logic model) will assist in maintaining focus and will provide feedback on progress of project – this is encouraged
- Don't wait until last minute to begin application submission
- Electronic submission is encouraged



Summary and TIPS

- RFA includes contacts for administrative and budgetary questions and for programmatic questions
- **Open the call to questions from participants**